



Code: 7025
Family: Aviation
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Airport Operation

CLASS TITLE: ASSISTANT CHIEF AIRPORT OPERATIONS SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class functions as a duty supervisor on an assigned shift, supervising airport operations staff responsible for inspecting airfield facilities (e.g., runways, taxiways, ramps, surface lighting) for irregularities, safety hazards, and general physical condition, and responding to incidents affecting airfield and terminal operations, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and supervises inspection of airfields, issuance and cancellation of Notices to Airmen (NOTAMs) on airfield status, and receiving and relaying of airfield maintenance requests
- Assigns, supervises and monitors the work activities of airport operations staff
- Oversees and participates in the inspection of airfield facilities (e.g., runways, taxiways, ramps) in compliance with Federal Aviation Administration (FAA) regulations
- Coordinates airfield repair and maintenance activities to ensure minimal disruptions to airfield traffic
- Orders runway closings and openings and initiates corrective measures in response to irregularities found during inspections to ensure proper maintenance of airfield facilities
- Notifies departmental management of atypical airfield situations requiring their attention
- Implements initial and recurrent training programs for airport operations staff
- Determines maintenance priorities (e.g., snow removal, grass cutting) in accordance with FAA regulations and departmental standards
- Ensures the timely and accurate maintenance of records concerning airfield activities (e.g., service requests, snow removal operations) and prepares related reports
- Responds to inquiries regarding the status of airfield facilities and maintenance issues
- During emergency situations, provides airfield access assistance to municipal and federal agencies, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Aviation Management, or a directly related field, plus two years of airfield operations experience, of which one year is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must obtain airfield certification within six months of hire

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WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Measuring wheel
- Binoculars
- Digital camera
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads, etc.)
- Hand held radio

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds)
- Ability to use staircases, ladders, and/or step stools
- Ability to operate automotive vehicles and associated equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *applicable federal (e.g., FAA), state, and local laws, regulations, and guidelines
- *applicable airport policies, procedures, rules, and regulations
- *airport operations methods, practices, and procedures
- *airfield inspection and maintenance methods, practices, and procedures

Some knowledge of:

- airport emergency procedures
- airport security methods, practices, and procedures
- airport layout
- supervisory methods, practices, and procedures
- *applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the Airport Operations Supervisor II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

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- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Airport Operations Supervisor II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Airport Operations Supervisor II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Airport Operations Supervisor II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
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